



PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Assistant Training Manager (ATM)
LOCATION: Kakata, Margibi County, Liberia (with frequent travel to Monrovia)
CLOSING DATE: October 15, 2021
WORK HOURS: Full Time: 44 hours/week, typically Monday through Friday with flexibility to work additional hours or on weekends on an as-needed basis.

About Peace Corps Liberia

Peace Corps is an autonomous, international agency of the United States Government with operations in more than 60 countries. It operates in Liberia by the invitation of the Government of Liberia. Peace Corps/Liberia has memoranda of understanding with the Ministries of Education and Health that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in the country. Volunteers are assigned to government and non-government agencies and organizations, community based organizations, universities, colleges, and schools who partner to enable Volunteers to provide capacity building in education and community health while building cultural understanding between Americans and Liberians.

Reports to: Training Manger (TM)

Basic Functions of Position

The purpose of this position is to support the Training Team to plan, prepare, and provide training to Peace Corps Trainees/Volunteers, host organizations, and community members.

Under the direct supervision of the Training Manger (TM), the Assistant Training Manager (ATM) is a member of the core staff responsible for the organization, facilitation, administration, logistical support, and coordination of training. Responsibilities include training support and implementation in the following areas: Volunteer training, home stay development and homestay family sensitization, and training center coordination and administrative support.

The position requires strong organizational skills, punctuality, attention to detail, excellent advance planning skills, strong communication skills across diverse groups of people, the ability to balance multiple tasks simultaneously, flexibility, creativity, and problem solving. This position is essential to the efficient and effective implementation of the Peace Corps/Liberia training program and Volunteer support.

Major Duties and Responsibilities

Volunteer Training

- Co-plans and conducts training activities and events
- Assists the TM with the recruitment of all Training and Support positions for training events, including homestay families, language and cross-cultural facilitators (LCF), and any others that may be required.
- Assists with the delivery of general Training of Trainers events for all staff as necessary
- Supports the Language and Cross Cultural Coordinator (LCCC) in training for LCFs
- Assists with maintaining and updating training event calendars
- Assists Program, Training, and Evaluation (PTE) team in ongoing review and revision of the program training design
- Participates in periodic assessments of trainees during training events
- Participates in all training closeout evaluations and reports
- Coordinate with Technical Teams to ensure that all practicum sites and participants are prepared in a timely fashion
- Assists PTE team in developing all additional trainings, including national/regional workshops, Volunteer Close of Service activities, and any other training events

Volunteer Homestay Development

- Manages the Home Stay Coordinator (HSC) for the selection and vetting of Volunteer homestay families
- Collaborates with the HSC, Logistician, and Safety and Security Team to review, vet, and arrange requirements for home stay families, including housing, transportation, security, supplies, etc.
- Submits home stay plan to TM for approval in a timely fashion

Training Center Coordination and Administrative Support

- Coordinating with all staff members that contribute to training (CD, DMO, PTE, Safety and Security, Medical, etc.) to ensure that all training materials and sessions are prepared in advance and assists with any specific needs
- Coordinates and maintains the Peace Corps Liberia Training Center Use Calendar
- Assists PTE team in the execution of monitoring and evaluation systems
- Plans with the PTE team, Logistician, and Facility Manager (FM) to organize training-related space requirements such as work areas, language training rooms, and room allocations for training staff and Volunteers and coordinates their preparation
- Coordinates with the FM and PTE teams to prepare all training spaces in advance of training activities by ensuring that tables and chairs, supplies, projectors, etc. are available and functioning in advance of sessions
- Provides logistic coordination and communication between the PTE team, logistician, motor-pool, Financial Assistant (FA), and cashier. Logistic support includes:
 - Coordination with motor-pool for transportation for volunteers and staff
 - Organizing and communicating needed training supplies to Logistician and/or FA
 - Coordinating with the FM to intake and keep stock of training supply inventory
 - Submits replenishment orders for frequently used training supplies

- Coordinates the provision of volunteer finances and ensures timely and accurate disbursement.
- Manages kitchen staff by coordinating with Kitchen Manager (KM) to:
 - Review food menu and submit food supply requests logistician
 - Monitor and keep inventory of food stocks
 - Manage kitchen staff timesheets and payments
 - Ensure timely provision of meals
- Coordination of Tech Trainers (TT) by:
 - Managing time sheets and payments
 - Coordinating TT whereabouts and timeliness
 - Assisting with supply needs
- Collaborates with the TM to reproduce, collate, distribute and file training schedules, handouts, plans, reports, correspondence, and memos.
- Supports the training budget process by giving input on training events and needed items
- Assists in preparation of materials for site assignment, welcome, and orientation in collaboration with the PTE team
- Assists the TM in the preparation and dissemination of training reports
- Coordinates with Training Center Security to monitor and review entry logs and report irregularities and/or policy infractions to TM in a timely fashion

Required Qualifications:

- Education: Bachelor's degree in any field
- Prior Work Experience:
 1. Three (3) years of professional experience in event planning, project coordination, communications, or other relevant field
 2. Three (3) years of professional experience working in a highly diverse environment and/or working abroad
 3. Two (2) years of professional experience in a personnel management position
- Proficient in software programs including Microsoft Office (Excel, PowerPoint, Word), and remote collaboration tools (Zoom, WhatsApp, Skype, Google Meet) (to be tested/ assessed during interview process)
- Aware of and sensitive to best practices in gender equity, teamwork, and conflict resolution (to be tested/ assessed during the interview process)
- Fluent in English, with advanced written and verbal command of the language (to be tested/assessed during the interview process)
- Highly organized, punctual, and detail oriented
- Excellent communication skills
- Personal skills: flexible, adaptable, reliable, sense of humor

Desired Qualifications:

- Education: Master's degree in any field
- Prior Work Experience:
 1. Three (3) years of experience working with community leaders and community members building relationships and implementing work activities

2. Two (2) years of professional experience with procurement and/or logistics
 3. Professional experience with budget management
 4. Experience working with a corporate organization
- Cross cultural experience with Americans, Diversity and Inclusion, sensitivity to gender and diversity issues
 - Ability to work effectively with a team, as well as independently with little supervision.
 - Demonstrated problem solving, critical thinking, and conflict mitigation skills
 - Deadline driven focus and ability to work in a fast-paced multicultural environment

To apply:

- Please submit a cover letter addressing all the requirements stated in this advertisement, a resume or curriculum vitae, and the names and contact information for 3 references via email to: LR-Jobs@peacecorps.gov with subject line: "Assistant Training Manager"
- No phone calls please
- **Deadline for application is October 15, 2021**
- **NOTE:** Only selected candidates will be contacted for interview
- Please visit our website at <http://liberia.peacecorps.gov> for additional information about Peace Corps